

CONSULTANT ACTIVITY TASK LIST

CONSTRUCTION, MATERIALS & MAINTENANCE

113 Permits For Hwy Maintenance
208 Soils Engineering
238 Materials Testing & Reporting
239 Materials Research
270 Construction Engineering-Gen
272 Inspection-General Field
273 Quantity Measurement
274 Materials Quality Control
275 Bridge Inspections
276 Material Records & Plant Review
277 Pavement Design, Materials
278 Pavement Management System
850 Public Involvement
852 Evaluate Constr Matrls Quality
853 Evaluate Work Operation
855 Post Letting Design
856 Establish Construction Item
857 Eval Hazardous Material Issues
858 Evaluate Environmental Issues
859 Eval Improvement Project Issues
860 Evaluate Utility Issues
861 Evaluate Railroad Issues
862 Archive Improvement Project
880 Evaluate Vendor
881 Const Contract Accounting
882 Prepare Request For Proposal
883 Negotiate Proposal
884 Amend Contract
885 Enforce Labor Provisions

PROJECT DEVELOPMENT CODES

271 Staking
729* Survey-General
739 Response To Inquiries
740 Project Dev-Admin/Coordination
743 Public Inf. Meetings & Hearing
746 Proj Dev-Utilities/RR/Agency
747 Project Develop-Meetings
749 Project Develop-Negotiations
771 Project Management
773 Consultant Management
851 Establish Project Reference

DESIGN CODES:

737 Design-R/W Plats-Recording
741 Prelim Design-General
742 Finalize Design Elements
745 Design-R/W-Plats Development
748 Design-Reports
762 Envir Imp-Air Quality
763 Envir Imp-Archaeology
765 Envir Imp-Contaminated Sites
766 Envir Imp-Drainage/Stormwater
767 Envir Imp-Environment Documents
768 Envir Imp-Erosion Control
769 Envir Imp-History
770 Design-Cadds-Drafting
775 Process Survey Data
776 Prelim Design-Geometrics
778 Prelim Design-Drainage
784 R/W Plat Prep (Drafting)
785 Signals And Lighting
786 Compute Quantities & Details
787 Design-Drafting-R/W
788 Traf Control & Const Staging
789 Final Design-Drainage
790 Post PS&E Work-Addenda
791 Design-R/W Plats-Revisions
794 Plans, SP's And PS&E Docs
796 Envir Imp-Sound Quality
797 Envir Imp-Species/Habitats
798 Envir Imp- Wetlands/Waterways
799 Plan Review
854 Scoping

BRIDGE CODES:

1001* Preliminary Structure Design
1002* Final Structure Design

***For Consultants Use Only**

***Combined Survey codes for Consultants**

RECOMMENDED NON-ENGINEERING ACTIVITY TASK LIST

GENERAL CODES:

102	Administration
103	General Supervision
104	Project Supervision
105	Project Supervision-Prem Pay
106	Professional And Technical
107	General Office Work
108	General Field Work
109	General Shop Work
111	Maint & Repair Of Equipment
112	Maint & Repair Of Buildings
114	Minority/Women Bus.Ent.Effort
115	Safety Shoes—Travel Code 97
119	Hearings - General
120	Quality
121	Training
122	Meetings And Conventions
123	Travel Time
124	Budget Analysis
125	Hazardous Materials
126	Contract Admin-DOT Mgrs & Supvs
128	Counseling Time-Emp Assist Coor
129	Approved Prof Development Time
131	Lost Time Waiting For Work
279	Weather Delay
321	Project And Method Development
322	Inventory Or Data Gathering
323	Data Veri, Edit & Manual Proc
324	Data Analysis And Forecasting
325	Base Mapping,Graphics & Draft
326	Report Writing
327	Report Editing
328	Report Review
329	Equipment Installation
330	Equipment Servicing

SIGN SHOP CODES:

336	Sign Mfg - Rush Orders
337	Sign Mfg - Regular Production

REAL ESTATE CODES:

240	R/E Management-Mgrs & Supv
241	Proj Admin(RE Specialist)
242	R/E Support (Prog Asst & Tech)
247	Relocation Assistance
253	Nominal Parcel Acquisition
254	Real Estate Appraisal
255	Appraisal Review
256	Acquisition-Negotiation-Agents
259	R/E Technical User Groups
260	Property Management
261	Rental Of Property
262	Surplus Land Sales
265	Litigation
266	LPA Coordination
267	General Real Estate Services

SPECIAL SERVICES CODES:

232	Analytical Control
233	Map Manuscript Preparation
234	Stereo Compilation
605	Roll Film
606	Aerial Film
607	Graphic Arts
608	Contact Printing
609	Aerographics
610	Aerial Photography
620	Mosaic Construction
625	Halftone Assembly
630	Aerial Plans
641	Coordinate Consultant Drillers
642	Supervise Consultant Drillers
643	Cadds
644	Data Gathering & Borings
645	Laboratory Testing
646	Geophysical Engineering
661	Expedient Mapping
662	PX Mapping
663	DTM
664	Aerial Cross Sections
665	Map Editing
680	User Support & Training-Survey
681	Equipment Coordination-Survey
682	GIS Activities

Consultant Activity Task List and Definitions/Descriptions

CODE	TASK	DESCRIPTION	CATEGORY
208	Soils Engineering	Work includes all aspects of soils analysis including report preparation.	MATERIALS & SOILS
277	Pavement Design, Materials	Work includes all aspects of pavement design including pavement analysis and actual report preparation.	MATERIALS & SOILS
644	Data Gathering & Borings	Work includes gathering all data for soils and pavement analysis including borings.	MATERIALS & SOILS
729	Survey-General	General Survey Code for Use by Consultants Only	SURVEY**
737	Design-R/W Plats-Recording	Work includes preparation and assimilation of R/W plats for documentation at the local place of record.	R/W PLAT
739	Response to Inquiries (Incl. Gen. Public & Local/Elected Officials)	Work includes responding to inquiries from the general public and/or Local or Elected Officials. This code may be used for a specific project or may be used for general inquiries with your appropriate non-participating project identification.	PUBLIC INVOLVEMENT
740	Project Dev-Admin/Coordination	Work includes all tasks associated with project programming, staffing and scheduling by supervisors and managers.	ADMIN & COORDINATION
741	Preliminary Design-General	Work includes developing title sheets, typical sections, traffic control concepts, staging, preliminary cost estimates, R/W needs, etc.	PRELIMINARY DESIGN
742	Finalize Design Elements	Work includes determining final horizontal and vertical alignment, geometric elements, earthwork analysis and other relevant tasks.	FINAL DESIGN (Post DSR)
743	Public Info Meetings & Hearings (Including Prep & Response)	Work includes preparation and response as well as attending public information meetings and public hearings.	PUBLIC INVOLVEMENT
745	Design-R/W-Plats Development	Work includes all aspects of right-of-way plat development including drafting.	R/W PLAT
746	Project Dev-Utilities/RR/Agency	Work includes project contacts with utilities, railroads and other agencies (such as non-environmental State or Federal agencies, Regional Planning Commissions, etc.) to coordinate, negotiate or simply notify these groups of their possible involvement in the project.	UTILITY, RR & OTHER AGENCIES
747	Project Development-Meetings	Work includes preparation and attending all project prosecution and progress meeting such as Operational Planning Meetings, Design Review Meetings, etc. DOES NOT INCLUDE Public Information Meetings and Public Hearings. (See Activity Code 743 - Public Involvement).	MEETINGS
748	Design-Reports	Work includes preparation of all reports (EXCEPT Environmental, Pavement and Soils Reports which will be prepared under Activity Codes: 767 - Environmental Documents; 277 - Pavement Design; 208 - Soils Engineering). Reports may include Concept Definition Reports, Exception to Standards Reports, Design Study Reports, STH Changes, Structure Survey Reports, etc.	REPORTS
749	Project Development-Negotiations	Work includes all tasks associated with negotiations with consultants and/or contractors for contracts, addenda's or change orders.	NEGOTIATIONS
762	Envir Imp-Air Quality	Work includes activities associated with analysis of air quality including data gathering and modeling.	ENVIRONMENTAL IMPACTS
763	Envir Imp-Archaeology	Work includes contracting for, meeting about, and assisting in archaeological surveys, investigations and data gathering.	ENVIRONMENTAL IMPACTS
765	Envir Imp-Contaminated Sites	Work includes contacts, meetings, site visits, negotiations and other tasks associated with all phases of contaminated site investigation and remediation.	ENVIRONMENTAL IMPACTS
766	Envir Imp-Drainage/Stormwater	Work includes all activities above and beyond normal roadway drainage practices. It includes design of storm water management best management practices including retention and catch basins. Also negotiation of storm water.	ENVIRONMENTAL IMPACTS
767	Envir Imp-Environmental Documents	Work includes activities to prepare environmental impact statements, environmental assessments and environmental reports. Include required meetings and time required to prepare and review environmental documents.	ENVIRONMENTAL IMPACTS
768	Envir Imp-Erosion Control	Work includes design and installation of project erosion control and landscaping.	FINAL DESIGN (Post DSR)
768	Envir Imp-Erosion Control	Include initial surveys and data gathering to determine the existence and potential impacts on and of archaeological and historical sites, contaminated sites, wetlands and air and noise analysis in the appropriate individual activity code.	ENVIRONMENTAL IMPACTS
769	Envir Imp-History	Work includes activities associated with the 106 and Chapter 44 processes to determine existence, impacts and any required mitigation of historical sites.	ENVIRONMENTAL IMPACTS
770	Design-CADDs Drafting	Work includes all CADD's drafting tasks for all aspects of an improvement projects including details, plan and profile sheets, etc.	CADD's CODES
771	Project Management	Work includes all aspects of project management including project scheduling, updating project management tasks, project budgeting, project monitoring and coordinating performance measure tasks.	ADMIN & COORDINATION
773	Consultant Management	Work includes all duties associated with managing a consultant project contract after negotiations are completed excluding plan review (See Activity Code 799 - Plan Review).	ADMIN & COORDINATION
775	Process Survey Data	Work includes all processing of survey data for the use in roadway design. Includes loading, setup and translation of DTM's, Topo, etc.	PRELIMINARY DESIGN
776	Prelim Design-Geometrics	Work includes developing horizontal and vertical alignment and earthwork analysis and design.	PRELIMINARY DESIGN
778	Prelim Design-Drainage	Work includes pipe sizing, preliminary storm sewer design and other normal roadway drainage related tasks.	PRELIMINARY DESIGN
784	R/W Plat Preparation (Drafting)	Work includes CADD's drafting work on R/W plats.	R/W PLAT
785	Signals and Lighting	Work includes preparation of final traffic signal and/or lighting plans.	FINAL DESIGN (Post DSR)
786	Compute Quantities and Details	Work includes computing quantities and preparing details for inclusion in the final plans, specifications and estimate package.	FINAL DESIGN (Post DSR)
788	Traffic Control & Construction Staging	Work includes developing detour routes, developing pavement marking plans, signing plans, determination and implementation of traffic mitigation measures, determining final staging plans for construction under traffic, etc.	FINAL DESIGN (Post DSR)

Consultant Activity Task List and Definitions/Descriptions

CODE	TASK	DESCRIPTION	CATEGORY
789	Final Design-Drainage	Work includes preparing final drainage and storm sewer plans for normal drainage practices (Not including stormwater management practices such as detention/retention basins and mitigation methods. See Activity Code 766 - Drainage/Stormwater Management).	FINAL DESIGN (Post DSR)
790	Post PS&E Work - Addenda	Work includes all tasks needed to prepare an addenda for a project after it has been advertised for letting.	FINAL DESIGN (Post DSR)
791	Design-R/W Plats-Revisions	Work includes all tasks involving any revisions to the R/W plat after the relocation order is signed.	R/W PLAT
794	Plans, SPs and PS&E Documents	Work includes compilation of all elements of the design process in to the final plans, specification and estimate package that is submitted to Central Office for letting, including all associated exhibits such as time charts, planDSR) letter, status reports.	FINAL DESIGN (Post DSR)
796	Envir Imp-Sound Quality	Work includes analysis and data gathering of project noise impacts. Activities associated with the design, procurement and installation of noise barriers.	ENVIRONMENTAL IMPACTS
797	Envir Imp-Species/Habitats	Work includes analysis of impacts on endangered and threatened species including development and implementation of conservation plans.	ENVIRONMENTAL IMPACTS
798	Envir Imp-Wetlands/Waterways	Work includes analysis and data gathering of project wetland impacts. Procurement of required permits and water quality certifications. Design, installation, monitoring and maintenance of wetland mitigation sites including wetland bank sites.	ENVIRONMENTAL IMPACTS
799	Plan Review	Work includes all plan review including District review of consultant plans and Central Office preliminary and final review.	PLAN REVIEW
852	Evaluate Constr Materials Quality (Construction Project Testing)	Includes work such as material testing, sample gathering, documentation and materials test records.	MATERIALS & SOILS
853	Evaluate Work Operation (Construction Inspection)	Work includes documentation, inspection of pavements, culvert pipe, curb, base course, etc.	CONTRACT ADMIN CONSTRUCTION (Note: Other Codes Listed Above May Also Apply)
854	Scoping	As stated in FDM 3-5-3, scoping involves developing a workable plan to meet the needs that the project was undertaken to address. A project plan assures that all key tasks are identified and that time, money and staff are allocated to accomplish them.	PRELIMINARY DESIGN
855	Post Letting Design	Includes work to document change in scope of project and the generation of plan work if needed.	CONTRACT ADMIN CONSTRUCTION (Note: Other Codes Listed Above May Also Apply)
881	Construction Contract Accounting (Computing, Entering, & Checking Pay Quantities)	Work includes computing, entering and checking contract pay quantities and the documentation thereof (including project diaries and source documents) both during and after the actual construction of the project.	CONTRACT ADMIN CONSTRUCTION (Note: Other Codes Listed Above May Also Apply)
885	Enforce Labor Provisions	Includes oversight of contractor payroll, apprentices, DBE verification and project investigation of labor provisions.	CONTRACT ADMIN CONSTRUCTION (Note: Other Codes Listed Above May Also Apply)
1001	Preliminary Structure Design	Work includes all tasks associated with the preliminary design of structures.	STRUCTURE DESIGN**
1002	Final Structure Design	Work includes all tasks associates with the final design of structures.	STRUCTURE DESIGN**
			**For Consultant Use Only